

# File Services

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## Overview

Saunders Technical Support provides file services to our faculty and staff in the form of the H: and P: drive. Both of these drives are backed up on a routine basis and are stored on a secure server.

## Saunders File Servers

### H: Drive

The H: drive is used for groups of individuals that wish to share files with other individuals. A hierarchy has been created for various divisions and committees to share files as well as groups of people to setup project folders. Folders on the H: drive are restricted to certain individuals. If you would like a new folder created on the H: drive or require access to an existing folder, please make contact with Saunders Technical Support and we will work with the owner of the folder to fulfill your request.

### P: Drive

The P: drive is used by individuals to save personal files in a safe and secure location. The P: Drive should be used instead of my Documents. P: drives are not shared with multiple users. This is what the H: drive is for. Each faculty and staff member is encouraged to store any important files on the P: drive. Because Saunders Technical Support does not backup individual workstations, by storing files on the P: drive, users do not need to worry should their computer fail.

### How to connect

See [H and P Drives](#) for documentation. This page requires logging in with your RIT Computer Account. Click the Log In link in the upper right if you have not already logged in.

## Google Drive through RIT

See [Google Apps at RIT](#) for information on how to setup your RIT account for use with Google Apps and then [Google Drive File Stream](#) on how to access your Google Drive files on your PC.